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| **HALİÇ UNIVERSITY DEPARTMENT OF CONSTRUCTION AND TECHNICAL WORKS PUBLIC SERVICE INVENTORY TABLE** |
| **S.ERIAL NO.** | **CORPORATE CODE** |  **STANDARD FILE PLAN CODE** | **NAME OF SERVICE** | **SERVICE****DESCRIPTION** | **NAME AND ARTICLE NUMBER OF THE LEGISLATION ON WHICH THE SERVICE IS BASED** | **SERVICE BENEFICIARIES** | **NAME OF THE INSTITUTIONS/UNITS IN CHARGE/AUTHORIZED TO PROVIDE THE SERVICE** | **SERVICE DELIVERY PROCESS** |
| **Central Administration** | **PROVINCIALUNITS** | **LOCAL ADMINISTRA-TION** | **OTHER (PRIVATE SECTOR ETC.)** | **DOCUMENTS REQUIRED FOR APPLICA-TION** | **FIRST APPLICA-TION AUTHORI-TY** | **PARAPH LİST** | **INTERNAL CORRESPON-DENCE THAT THE ORGANIZATION SHOULD MAKE,** **IF ANY** | **EXTERNAL CORRESPON-DENCE THAT THE ORGANIZATION SHOULD MAKE,** **IF ANY** | **COMPLETION TIME OF THE SERVICE SPECIFIED IN THE LEGISLATION** | **AVERAGE****COMPLETION****TIME OF****SERVICE** | **ANNUAL****NUMBER OF****OPERATIONS** | **IS THE SERVICE PROVIDED ELECTRO-NICALLY?** |
|  | 12878320 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Varies | NO |
| 1 | Provision of Land or Building | Provision of Land or Building to meet the physical space needs of the University | - | All units under the Rectorate and other institutions and organizations | Department Of Construction And Technical Works | - | - | - | 1. 1. Petition for request
2. 2. Feasibility reports
 | Department Of Construction And Technical Works | 1- Relevant Unit Supervisor,2- Head of Department,3- Assistant Secretary General4- Secretary General5- Rector | - | - | - | 3 Ay |
|  | 12878320 |  |  | In order to meet the physical space needs of the university, the preliminary project studies of the administrative, classroom, social and sports service buildings requested by the Faculty and Vocational Schools are carried out, and the Construction, mechanical, electrical, infrastructure and landscaping application projects are carried out by preparing the land applications and planquotes. | 1) Architectural and Engineering Services Specification as per Article 8 of Law No. 2886,2) General Specification for Architecture, Engineering and Urban Planning Services,3) Architectural Project Arrangement Principles4) Civil Engineering Project Arrangement Principles,5) T.S.E 9111 (Regulation of Buildings for Disabled People),6) Matters to be Considered in Project Design,7) Municipal Zoning Regulation,8) Regulation on Buildings to be Constructed in Disaster Areas,9) Regulation on Fire Protection of Buildings,10) Mechanical Engineering Project Arrangement Principles,11) Electrical Engineering Project Arrangement Principles,12) Shelter Regulations |  |  |  |  |  |  |  | 1- Relevant Unit Supervisor,2- Head of Department,3- Assistant Secretary General4- Secretary General5- Rector |  |  |  |  | Varies | NO |
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| 2 | Preliminary, Implementation and Detailed Project Production |  | 1-Academic and administrative staff 2- Students3-Contractors | Department Of Construction And Technical Works | - | - | - | 1. Petition for request2. Soil survey report3. Projects and account output reports | Department Of Construction And Technical Works. | - | Notification letter to the contractor | TIME VARIES BY CONTRACT |  3 Months |
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|  | 12878320 |  |  | Approval of the Construction, mechanical, electrical, infrastructure and landscaping application projects of the administrative, classroom, social and sports service buildings, land applications and planquotes requested by the Faculty and Vocational Schools in order to meet the physical space needs of the university. | 1) Architectural and Engineering Services Specification as per Article 8 of Law No. 2886,2) General Specification for Architecture, Engineering and Urban Planning Services,3) Architectural Project Arrangement Principles4) Civil Engineering Project Arrangement Principles,5) T.S.E 9111 (Regulation of Buildings for Disabled People),6) Matters to be Considered in Project Design,7) Municipal Zoning Regulation,8) Regulation on Buildings to be Constructed in Disaster Areas,9) Regulation on Fire Protection of Buildings,10) Mechanical Engineering Project Arrangement Principles,11) Electrical Engineering Project Arrangement Principles,12) Shelter Regulations |  |  |  |  |  |  |  |  |  |  |  |  | Varies | NO |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 3 | Preliminary, Implementation and Detailed Project Approval Procedures |  | 1-Academic and administrative staff 2- Students3-Contractors | Department Of Construction And Technical Works | - | - | - | 1. Petition of claim2. Soil survey report3. Projects and account output reports | Department Of Construction And Technical Works | 1- Relevant Unit Supervisor,2- Head of Department,3- Assistant Secretary General4- Secretary General5- Rector | Correspondence with the Rectorate for project approval | Notification letter to the contractor | TIME VARIES BY CONTRACT |  30Days |
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| 4 | 12878320 |  | Obtaining Building License Certificate | Compulsory official permit required for the commencement of Construction works | Zoning Law and Zoning Regulation | The Employer | Relevant Municipality | - | - | - | 1. Deed2. Diameter3. Application sketch4. Elevation section5. Projects (Architectural, Static, Mechanical, Electrical) | Relevant Municipality Directorate of Zoning and Urbanization | 1- Project Authors2- Site Chief3- Contractor4- Technical Responsible Persons5- Member of the board of trustees6-Municipal officials | - | - | - | TIME VARIES  | Varies | NO |
| 5 | 12878320 |  | Expropriation Procedures | Incorporation of new lands into the university campus in line with the need in order to expand the university campus area | Expropriation Law No. 2942 | 1-Academic and administrative staff 2- Students | Department Of Construction And Technical Works | - | - | - | Public interest decision (Rector-approved board of directors decision) | Department Of Construction And Technical Works | 1- Relevant Unit Supervisor,2- Head of Department,3- Assistant Secretary General4- Secretary General5- Rector | Correspondence with the Rectorate and the Strategy Development Department regarding the allocation of appropriations | Units under the Governorate for the registration of the expropriation process | - | TIME VARIES  | Varies | NO |
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|  | 12878320 |  |  |  | 1- Haliç University Purchasing and Tender Regulation.2- YÖK Law No. 2547 and 2809 YÖK Annex-1123- Related Laws and Regulations in force |  |  |  |  |  |  |  |  |  |  |  |  | Varies | [www.kik.gov.tr](http://www.kik.gov.tr/) |
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| 6 | Construction Works Tender Procedures | Carrying out tender preparation procedures in line with the application projects of the service buildings identified as needed within our university | 1-Academic and administrative staff 2- Students3-Contractors | Department Of Construction And Technical Works | - | - | - | Documents required in the relevant tender process | Department Of Construction And Technical Works | 1- Relevant Unit Supervisor2- Progress Payment Planning Supervisor3- Head of Department4- Head of Financial Affairs Department5- Assistant Secretary General6- Board of Trustees | - | Contractors | - | 1 Month |
| 7 | 12878320 |  | Post-Contract Construction Works Control Process | Following the contract of the tendered service buildings identified as a necessity within our university, monitoring the manufacturing process transactions, expenditure transactions and acceptance procedures | 1- Contract2- Specifications3- Related Laws and Regulations in force | 1-Academic and administrative staff 2- Students3-Contractors | Department Of Construction And Technical Works | - | - | - | Documents required in the relevant tender process | Department Of Construction And Technical Works | 1-Related Engineer, Architect 2-Payment Planning Officer3-Department Head, | - | Contractors | TIME VARIES BY CONTRACT | TIME VARIES BY CONTRACT | Varies | NO |
|  | 12878320 |  |  |  | 1- Contract2- Specifications3- Related Laws and Regulations in force |  |  |  |  |  |  |  |  |  |  |  |  | Varies | NO |
| 8 | Duration Extension Procedures | Extension of contract durations of tendered works due to force majeure such as lack of funds and natural disasters | 1-Academic and administrative staff 2- Students3-Contractors | Department Of Construction And Technical Works | - | - | - | 1. Petition of claim2. Appropriation expenditure table 3.Year-end progress payments | Department Of Construction And Technical Works | 1-Related Engineer, Architect2-Progress Payment Planning Officer3-Head of Department | Approval letter to the Rectorate | Contractors | Varies | Varies |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 9 | 12878320 |  | Performance bond resolution works | Returning the performance bond deposited to the administration during the contract phase to the contractor in the works whose final account is completed | 1- Contract2- Specifications3- Related Laws and Regulations in force | 1. Contractors
 | Department Of Construction And Technical Works | - | - | - | 1. Petition of claim2. Certificate of no insurance3. Final account progress payment4. Final acceptance report | Department Of Construction And Technical Works | 1-Related Engineer, Architect2-Progress Payment Planning Officer3-Head of Department | Department of Financial Affairs | S.S.I. | Varies | 365 Days | Varies | NO |
|  | 12878320 |  | Direct procurement file preparation procedures |  | 1. 1- Haliç University Purchasing and Tender Regulation.
2. 2- YÖK Law No. 2547 and 2809 YÖK Annex-112
3. 3- Related Laws and Regulations in force
 |  |  |  |  |  |  |  |  | Strategy Development Department for the preliminary financial control process |  |  |  | Varies | NO |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 10 |  | The process of meeting maintenance and repair needs and procurement of material needs | 1-Academic and administrative staff 2- Students3-Contractors | Department Of Construction And Technical Works | - | - | - | Documents required in the relevant tender process | Department Of Construction And Technical Works | 1-Related Engineer, Architect2-Progress Payment Planning Officer3-Head of Department | Contractors | TIME VARIES BY CONTRACT | 15 Days |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 12878320 |  |  |  | 1- Contract2- Specifications3- Related Laws and Regulations in force |  |  |  |  |  |  |  |  |  |  |  |  | Varies | NO |
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| 11 | Post-Contract Direct Procurement Control Process | The process of following the manufacturing process procedures, making expenditure transactions and acceptance procedures, and carrying out the acceptance inspection procedures of the purchased materials after the maintenance and repair works for which a direct procurement file has been prepared within our university. | 1-Academic and administrative staff 2- Students3-Contractors | Department Of Construction And Technical Works | - | - | - | 1. Direct procurement transaction file2. Contract file3. Progress payment petition4. Temporary and final acceptance petition5. Final account | Department Of Construction And Technical Works | 1. 1-Related Engineer, Architect
2. 2-Progress Payment Planning Officer
3. 3-Head of Department
 | Strategy Development Department  | Notification letter to the contractor | TIME VARIES BY CONTRACT | TIME VARIES BY CONTRACT |
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|  | 12878320 |  |  |  | 1- Article 58 of the Public Financial Management and Control Law No. 50182- Article 27 of the regulation on the procedures and principles regarding internal control and preliminary financial control published in the Official Gazette dated 31/12/2005 and numbered 26040.3- Secondary Legislation with Article 22 of Law No. 4734 |  |  |  |  |  |  |  |  | Correspondence required to send the documents for general preliminary financial control to the Strategy Development Department |  |  |  | Varies | NO |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 12 | Internal Preliminary Financial Control Procedures | Controlling the contract documents and contract drafts in the construction and direct procurement works within the framework of the relevant legislation, and issuing the opinion letter. | Strategy Development Department | Department Of Construction And Technical Works | - | - | - | Tender preparation and payment documents prepared in accordance with the Central Government Expenditure Documents Regulation | Strategy Development Department | 1. 1-Related Engineer, Architect
2. 2-Progress Payment Planning Officer
3. 3-Head of Department
 | - | TIME VARIES BY CONTRACT | 15 Days |
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| 13 | Internal Annual Activity Reports | "Internal Activity Report Prepared by Public Administrations" pursuant to Law No. 5018 | "Regulation on Activity Reports to be Prepared by Public Administrations" prepared on the basis of Article 41 of Law No. 5018 | Strategy Development Department | Department Of Construction And Technical Works | - | - | - | Annual Report Draft | Strategy Development Department | 1. 1-Related Engineer, Architect
2. 2-Progress Payment Planning Officer
3. 3-Head of Department
 | Correspondence required for sending an internal activity report to the Strategy Development Department | - | BY THE END OF MAY | 1 Month |
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| 14 | 12878320 |  | Budget Preparation of Real Estate Capital Production Expenses | Preparation of the administrative budget of real estate capital expenditures on an institutional basis, within the framework of the University Budget Preparation studies. | Public Financial Management and Control Law No. 5018 (Article: 15-16-17 | Department Of Construction And Technical Works | Department Of Construction And Technical Works -Deparment of Financial Affairs | - | - | - | Budget preparation guide announced by CoHE | Department Of Construction And Technical Works | 1. 1-Related Engineer, Architect
2. 2-Progress Payment Planning Officer
3. 3-Head of Department
 | Correspondence to the Development Department for budget preparation | - | JULY | 30 Days | 1 | NO |

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| 15 | 12878320 |  | Internal Strategic Plan Studies | Preparation and revision of the Strategic Plan of the Construction and Technical Works Department, providing documents to the Strategy Development Department for the results | Articles 7 and 8 of the Public Financial Management and Control Law No. 5018 dated 10/12/2003 | Strategy Development Department | Department Of Construction And Technical Works | - | - | - | Documents in the Strategic Plan Guide published by the State Planning Organization | Department Of Construction And Technical Works | 1- Relevant Engineer, Architect 2- Progress Payment Planning Supervisor3- Head of Department, | Correspondence with the Strategy Development Department regarding unit strategic plan preparation documents | - | 1 Month | 1 Month | 1 | NO |
| 16 | 12878320 |  | Incoming Document | Letters from other institutions, organizations, companies and individuals to our department. | Laws No. 657, 5018, 4734 and correspondence regulation | All units under the Rectorate and other institutions and organizations | Department Of Construction And Technical Works | - | - | - | Official letters and attachments | General Documentation Branch | (Distribution)1- Related Officer2- Head of Department3- Branch Manager | Branch Managements of our Presidency | - | 2 Days on average | Varies | NO |
| 17 | 12878320 |  | Outgoing Document | Letters from our department to other institutions, organizations, companies and individuals. | Laws No. 657, 5018, 4734 and correspondence regulation | All units under the Rectorate and other institutions and organizations | Department Of Construction And Technical Works | - | - | - | Official letters and attachments | Department Of Construction And Technical Works | 1- Related Officer2- Branch. Manager3- Head of Department4- Assistant Secretary General5- Secretary General6- Vice Rector | All units under the Rectorate | Institutions, organizations, companies and individuals | 5 Days on average | Varies | NO |
| 18 | 12878320 |  | Personnel salaries and payments | Financial Rights of the Personnel | Laws No. 657 and 5510 | Permanent and assigned staff in our department | Department of Human Resources | - | - | - | Assignments, medical report, birth certificate etc. | Department Of Construction And Technical Works | 1- Related Officer2- Branch. Manager3- Head of Department | Strategy Development Department | - | 2 Days on average | Varies | NO |
| 19 | 12878320 |  | Progress payments and major-minor repair payments | Accounting for Construction and Material Purchases | Laws No. 4734 and 5018  | Contractors | Department of Purchasing | - | - | - | Progress File and payment documents | Department Of Construction And Technical Works | 1- Related Officer2- Branch. Manager3- Head of Department | Strategy Development Department | - | 5 Days on average | Varies | NO |